

Human Resources Enterprise (DAS)

The Human Resources Enterprise (HRE) of the Department of Administrative Services (DAS) provides personnel services for Iowa state government agencies including the Legislative and Judicial branches of government. The Board of Regents, Community-Based Corrections, and the State Fair Authority use HRE services on a limited basis.

Services Provided Under HRE

- **Benefits.** Utility service rate charged by the DAS to provide functions covered under group insurance including life and long-term disability insurance programs, the Employee Assistance Program, leave and moving expense benefits programs, the automatic payroll deduction program, employee wellness programs, and the employee discount program. Other programs covered under this utility include the Deferred Compensation program, Flexible Spending Accounts, and premium conversion that includes paying for health, dental, and supplemental life insurance with pre-tax dollars. The rate covers 100.0% of the expenses for these programs and is charged to each agency on a per employee/per month basis, based on a five-quarter filled FTE (full-time equivalent) position average. This also includes such things as desktop computing, travel reimbursements, communications, and office supplies.
- **Personnel Officers.** Utility service rate charged by the DAS to provide advice and consultation to all Executive Branch agency managers and supervisors in all areas of Human Resources Management. These services include interpreting the DAS-HRE rules, law, and policies; developing and revising job classes and paygrades; assisting agencies with the discipline and grievance process; reviewing the Position Description Questionnaire to determine position classifications; participating in collective bargaining negotiations; conducting personnel investigations; reviewing and approving employee personnel payroll actions; providing training and informational sessions on Human Resource topics; and assisting agencies with workforce planning. The rate covers 100.0% of the expenses for these programs and is charged to each agency on a per employee/per month basis, based on a five quarter filled FTE position average.
- **Labor Relations.** Utility service rate charged by the DAS to provide advice, consultation, and the application and interpretation of the state's Collective Bargaining Agreements. These services include collective bargaining negotiations, labor relations advice and consultation, grievance and arbitration hearings for both contract and noncontract employees, Public Employee Relations Board (PERB) hearings, and conducting administrative investigations. The rate covers 100.0% of the expenses for these programs and is charged to each agency on a per employee/per month basis, based on a 5 quarter filled FTE position average. Collective bargaining occurs in alternating years (FY 2015, FY 2017, etc.)
- **Merit Only Employment Services.** Utility service rate charged by the DAS to assist and process merit-covered job vacancies in the Executive Branch. The rate covers 100.0% of the expenses for this service and is charged to each agency on a per merit-covered employee/per month basis, based on a five quarter filled FTE position average.
- **Merit and Nonmerit Employment Services.** Utility service rate charged by the DAS to assist and process both Executive Branch merit and nonmerit job classification and compensation; diversity and affirmative action training; employee recruitment; pre-audit of payroll; and data management and reporting. The rate covers 100.0% of the expenses for this service and is charged to each agency on a per employee/per month basis, based on a five quarter filled FTE position average.
- **Health Insurance Surcharge.** Utility service rate charged by the DAS to provide health insurance programs, dental insurance programs, and benefit education. The rate is set by the General Assembly and based on centralized payroll and monthly costs from noncentralized payroll agencies. A monthly, per contract administrative charge is assessed by the DAS on all health insurance plans administered by the Department in which the contract holder has a state employer to pay the charge. The charges are paid through the centralized payroll system and deposited in the Health Insurance Administration Fund. Any balance carryforward is transferred to the Health Insurance Premium Reserve Fund. In addition, the State Board of Regents, all library service areas, the State Fair Board, the Iowa Department of Transportation, and each judicial district department or correctional services are required to submit the administrative charge on a monthly basis.

More Information

Department of Administrative Services - Human Resources: <https://das.iowa.gov/human-resources>

Iowa General Assembly: <https://www.legis.iowa.gov/>

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- **Unemployment.** Pass-through rate set by the vendor, TALX UC Express, and charged by the DAS for third-party administration and claims management services to process Unemployment Insurance claims. The rate is based on a five quarter filled FTE position average. The rate is determined by an annual certification of participation letter submitted by each agency. The actual amounts billed are based on third-party vendor costs and the headcount of participating agencies.
- **Flexible Spending.** Pass-through rate set by the vendor, [ASIFlex](#), and charged by the DAS to cover Health Flexible Spending Account (FSA) expenses and Dependent Care Spending Account expenses. The rate is fixed at \$3.00 per month and the FTE positions are limited to those employees that have elected to enroll in FSA plans. The charge is the same, whether the participant is in one plan or in both.
- **Workers' Compensation.** Utility service rate charged by the DAS to administer the Workers' Compensation Program and to provide safety and loss control services. Sedgwick CMS, a national third-party administrator in the area of workers' compensation, assumed responsibility for the state of Iowa workers' compensation claims on July 1, 2001. The rate methodology is based on numerous variables including agency claim experience, trends, administration costs, vendor costs, and Attorney General costs. The workers' compensation premium is provided annually and varies by department. The premium is used to fund all aspects of the Program, not just the HRE administration and program costs. This rate is not set by the Customer Council.
- **Employee Assistance Program (EAP).** Pass-through rate set by the vendor, [Employee & Family Resources](#), and charged by the DAS to provide the Employee Assistance Program. The rate is a pass-through for the third-party vendor to provide counseling resources, at no cost, to employees that experience personal issues that impact work. The Program provides confidential, professional services at no cost to State employees and their family members. The rate is based on a five quarter filled FTE position average.
- **Family Medical Leave Act (FMLA).** Pass-through rate set by the vendor, Reed Group, and charged by the DAS for the third-party administrator to assume responsibility for the State of Iowa Family Medical Leave Act claims made beginning on July 1, 2015. The rate is based on a five quarter filled FTE position average and is intended to fund the new Program.
- **Training.** Utility service rate that will be charged by the DAS beginning in FY 2017 to cover the costs of the DAS to provide training. The funding will have two components including both utility revenue and marketplace revenue, based on the classes attended. Performance and Development Solutions (PDS) offers training and development opportunities for State of Iowa employees. The rate is based on a five quarter filled FTE position average.

Human Resources Enterprise Rate History

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Benefits and Pre-Tax	\$34.80	\$29.40	\$29.40	\$29.40	\$29.40	\$29.40	\$32.11	\$37.72	\$37.72
Personnel Officers	71.28	71.28	74.28	74.28	63.31	74.65	85.34	85.34	85.34
Labor Relations	21.84	20.04	20.04	20.04	23.93	29.45	41.61	41.61	41.61
Employment Services Merit Only	18.36	20.52	21.54	21.54	20.51	20.51	23.68	23.68	23.68
Employment Services Merit and Non-Merit	58.92	56.28	59.28	59.28	56.51	56.51	65.41	65.41	65.41
Health Insurance	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
Unemployment Claims	1.25	1.25	1.25	1.25	1.00	0.95	0.95	0.95	0.95
Flexible Spending	51.12	51.12	51.12	51.12	36.00	36.00	36.00	36.00	36.00
Employee Assistance Program	N/A	N/A	N/A	6.00	6.00	6.00	6.00	6.00	6.00
Family Medical Leave Absences	N/A	N/A	N/A	N/A	N/A	N/A	N/A	19.20	19.20
PDS Training	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	19.57

Notes: Although the rates for some utilities may remain the same, the total estimated resources are less due to fewer FTE positions. Billings are based on a five quarter average of full and part-time filled FTE positions as of March 2015. Rates for the Unemployment Claims Administration, Flexible Spending, Employee Assistance Program, and Family Medical Leave Absence (FMLA) are pass-through rates fixed by the vendor. Training is a mix of both utility rate and marketplace rate.